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STUDENT OUTLINE

AUDIT MCTFS ON LINE DIARY

TERMINAL LEARNING OBJECTIVES:

(1) Given a hard copy diary or access to Marine Corps Total Force System (MCTFS), documents, and the references, audit an On-Line Diary (OLD) to ensure accuracy and completeness in accordance with DFAS-KC 7220.31-R (3432.02.03)

(2) Given a processed pay management report, source documents, calculator and the references, audit a pay management report for accuracy and completeness in accordance with DODFMR, Vol. 7A. (3432.02.16)

ENABLING LEARNING OBJECTIVES:

(1) Given a simulated situation pertaining to an on-line diary, access to the Customer Information Control System (CICS), and the references, audit by comparing source documents to the diary to ensure discrepancies are identified and corrected in accordance with DFAS-KC 7220.31R. (3432.02.03a)

(2) Given a simulated situation pertaining to a pay management report, access to the Customer Information Control System (CICS) and access to the references, audit the reports to ensure discrepancies are identified and corrected prior to certification in accordance with the DODFMR Vol. 7. (3432.02.16a)

1. PURPOSE OF THE DIARY:

a. The diary is the basic input medium for the reporting of pay data. It is used to report credits, checkages, payments, and corrections to previously reported pay information. The On-Line Diary System (OLDS) is the means by which the diaries can be input by using Visual Inquiry System (VIS) terminals.

2. AUDITING THE DIARY:

a. Every entry reported into the diary system affecting the contents of an individual's Master Military Pay Account (MMPA) must be substantiated depending on the action required by the Commanding Officer or the Finance Officer.

b. Once a diary is prepared, it is turned over to the auditor.

c. The auditor should have a hard copy of the diary with all substantiating documents, i.e., travel voucher for an elapsed time entry, form 1199A for direct deposit, ETC.

d. Entries on the diary will appear in social security number order making it easier for audit. Once the diary and documents are received, ensure that the hard copy diary entry matches what is on the document, i.e., pcs days, tax codes are correct, monetary amounts, and dates are all matching and that the documents are validated.

e. After verifying all the entries on the diary to be correct and no adjustments are needed, the diary is now ready to be certified.

f. If there are entries to be corrected on the diary after it has been audited it must be given back to the original preparer for corrections. The preparer is the only individual that can make any corrections to the diary.

g. After the corrections are made it is then given back to the auditor to verify the corrections.

h. Once all entries and corrections have been made the diary is ready for certification.

NOTE: If for some reason the corrections can not be made due to the absence of the preparer, the certifier can delete the entry to be corrected. The deleted entry can then be put on another diary. The diary is now ready to be certified.

(3) CERTIFYING THE DIARY.

a. To certify a diary the system must be accessed.

b. The auditor reviews the diary in the system to verify that each entry on the hard copy matches what is in the system. After doing so you are now ready to certify the diary.

(4) RETAINS.

a. After certifying the diary, a hard copy is printed out and on the last page of the diary the certifier will verify it to be correct by signing above the name printed out on the diary.

b. The signed copy of the certified diary is retained for the current plus 2 months.

2. ON-LINE DIARY SYSTEM REPORTS:

a. Purpose. The On-Line Diary System provides the capability to review transactions that have processed at the central site. All unit diary and disbursing transactions (excluding ABA's) that have processed at the central site, by individual MMPA, can be reviewed along with the source of input and error code, if applicable. The errors and advisory messages created during the processing of these transactions must be reviewed.

b. FINANCE OFFICERS ACTION. The Finance officer will use the On-Line Diary System (OLDS) to delete transactions that were entered erroneously, or correct and reenter transactions that failed to post to MMPA. The On-Line Diary System will also be used to review advisory messages in order to accomplish necessary corrective actions.

1.PRINT REPORTS. Copies of all reports are obtained for the month, (Diary Statistics Report, Error Report, Advisory Report, and MPV/MPL Statistics Report).

2.ERROR REPORTS.(MECF) Audit the Error Report and correct all errors/discrepancies within 72 hours (3 working days) from the date they are detected.

c. DO ERROR REPORT.(MECF)

1. The DO error report is a management report containing:
 - a. A complete history of each transaction that processed but failed to post to the master record.
 - b. The reason for failure by code and english statement.
 - c. A sequential error control number.
2. The errors appearing on the DO error report must be:
 - a. Corrected and reinput in such a manner that they are accepted to the master file.
 - b. Deleted as having been input by mistake.

c. ADVISORY REPORTS.(ADF)

1. The Advisory reports contain messages generated by the Marine Corps Total Force System (MCTFS) diary-reported transactions. These transaction post to the master file, but, may be erroneous or could adversely affect another data element resident on the file the DO's inconsistent conditions (IC's) will normally appear the first cycle after each End of Month Update and Extract (EOM U&E).
2. Within that one cycle, the IC's and advisory errors will be intermingled and sorted by RUC within each DSSN and then by SSN.
3. The advisory messages and ICR's remain on the MCTFS for 15 days.
4. Like the MECF's, the ICR's are worked the same way with the exception that they are to be worked and certified by the mid-month U&E. The ICR's are worked and placed on the diary the same as if it was a MECF.

NOTE: If reports cannot be worked within the allotted time due to 3270 failure, the report must be annotated stating the reason why.

PRACTICAL APPLICATION

